

CONSTRUCTION MEETING MINUTES

Last Updated: February 2026

MEETING INFORMATION

Project Name: _____

Project Number: _____

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

Meeting Type: & Weekly & Monthly & Pre-Construction & Other: _____

ATTENDEES

Name | Company | Role | Present

Name	Company	Role	Present

AGENDA ITEMS

1. _____:

Discussion: _____

Action Items: _____

Responsible: _____

2. _____:

Discussion: _____

Action Items: _____

Responsible: _____

3. _____:

Discussion: _____

Action Items: _____

Responsible: _____

4. _____:

Discussion: _____

Action Items: _____

Responsible: _____

5. _____:

Discussion: _____
Action Items: _____
Responsible: _____

DISCUSSION TOPICS

Schedule Update: _____ : _____
_____ : _____

Budget/Cost Update: _____ : _____
_____ : _____

Safety Issues: _____ : _____
_____ : _____

Quality Issues: _____ : _____
_____ : _____

Other Business: _____ : _____
_____ : _____

ACTION ITEMS SUMMARY

Item | Description | Responsible | Due Date | Status

Item	Description	Responsible	Due Date	Status

NEXT MEETING

Next Meeting Date: _____
Next Meeting Time: _____
Next Meeting Location: _____

APPROVAL

Prepared By: _____
Approved By: _____

